



DEPARTMENT OF THE ARMY
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS
CLOCK TOWER BUILDING - P.O. BOX 2004
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR Policy
Statement #004

CEMVR-CT (715)

09 July 1997

MEMORANDUM FOR DISTRIBUTION B

SUBJECT: Policy on Emergency Procurement Actions

1. References.

- a. Joint Ethics Regulation, DoD 5500.7-R, effective 3 February 1993.
 - b. Federal Acquisition Regulation (FAR), 1990 Edition, Provision 1.602, "Contracting Officers."
2. Only Contracting Officers and their duly authorized representatives acting within their authority are authorized to commit the Government with respect to award of contracts. Unauthorized personnel will refrain from making any commitments or promises relating to award of contracts of any nature, and will make no representation which would be construed as such a commitment against federally appropriated funds.
3. When an urgent or emergency situation develops, the Contracting Division shall be contacted prior to any contracting action being taken. If none of the listed Contracting Officers are immediately available, the problem should be elevated through your chain of command for necessary resolution.
4. Any deviations from the above procedures may be subject to follow-on disciplinary action. Some past violations within the Federal Government have resulted in the violators being held personally responsible for paying the bill.
5. For emergencies occurring outside normal duty hours, the Contracting Officers will be contacted in the following order:

| | Home | Office |
|-----------------|--------------|--------------|
| Janet Hall | 319/332-8855 | 309/794-5312 |
| Bonnie Donelson | 319/381-3143 | 309/794-5241 |
| Barbara Morgan | 309/798-2990 | 309/794-5442 |
| Rosanne Spencer | 319/386-6446 | 309/794-5239 |
| Cindy Pleasant | 319/386-6397 | 309/794-5486 |

6. The following Contracting Officers have Contracting Officer Authority up to \$25,000 and are to be contacted for actions in their area of responsibility. If they are unavailable, the Contracting Officers from Contracting Division should be contacted.

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|---------------------------------------|--------------|--------------|
| Monte Hines (Mississippi River) | 309/798-2363 | 309/794-4551 |
| John Castle (Coralville Lake) | 319/644-5253 | 319/338-3543 |
| Gerald Dowell (Lake Red Rock) | 515/628-9284 | 515/818-7522 |
| Jerry DeMarce (Saylorville Lake) | 515/279-7115 | 515/276-4656 |
| Kenn Shoemaker (Illinois Waterway) | 309/755-4925 | 309/676-4601 |

7. This communication is to be permanently posted to all official bulletin boards within the U.S. Army Engineer District, Rock Island, Illinois

//s//
JAMES V. MUDD
Colonel, EN
Commanding

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